

EMPLOYMENT REFERENCE QUESTIONS

DATE	APPLICANT	POSITION
PERSON CONDUCTING REFERENCE CHECK		CLASSIFICATION
PERSON CONTACTED		TITLE
RELATIONSHIP TO CANDIDATE		DEPARTMENT/COMPANY

The following questions are to be asked in all reference checks:

1. Verify the employment information provided by the applicant.
 _____ stated that he/she worked for your

NAME
Department/company in the _____ as a(n) _____
SECTION
POSITION

 from _____ to _____.

BEGINNING DATE
ENDING DATE
- His/her duties included:
- Is this correct? If not, please explain.
2. How long did you supervise the candidate?
 From _____ to _____.

BEGINNING DATE
ENDING DATE
3. What is/was the quality of the candidate's work in comparison to others in the unit?
 To expectations/standards?
4. If we were to hire _____, what strengths

NAME

 would he/she be bringing to our Department?
5. Describe some of _____ shortcomings.

NAME
- What personal characteristics would you suggest we work on with him/her to improve on?

6. Describe _____'s working relationship with peers? <small>NAME</small>
With management?
7. Please comment on _____'s <small>NAME</small>
(a) Attendance? Does he/she come in late or leave early?
(b) Ability to take on responsibility.
(c) Potential for advancement.
(d) Degree of supervision needed:
(e) Overall attitude.
(f) Any other important work habit/characteristic.
8. Why did/is _____ leaving your employment? <small>NAME</small>
9. Have you ever done anything corrective to this employee (disciplinary discussions or written actions)?
10. Do you have any reservations about recommending the candidate for another job? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what are they?
11. Would you rehire the candidate if you had an opportunity? <input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are there any other work related factors that we should know about in making a decision to hire this candidate?
13. Other